

Update Active Year

04/21/2026 6:39 am EDT



Before updating the active year, ensure the following steps in the following articles have been completed:

1. **Future Year Setup** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-year>)
2. **Future Enrollments** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-enrollments>)
3. **Close Out School Year** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/close-out-school-year>)

Once all tasks above have been completed, follow the steps below to change the active school year. Active school years must be updated by July 1st each year.

Navigation: *Scheduling & Courses > Calendar Setup > School Year Setup*

1. Select the **future** year.
2. Check the **Active** Checkbox.
3. Click **Save** to make the future year active.

School Year Setup ☆

Save
Delete
New

Label	Start Year	End Year	Active
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	

School Year Detail

*Label: 25-26
 *Start Year: 2025
 Start Date: 07/01/2025

Active:
 *End Year: 2026
 End Date: 06/30/2026

School Year: ▼
Load Preference From Previous Year
Reset Default Preference

Instructional Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes Max non-instructional minutes per period
- Exclude time gaps between periods Max non-instructional minutes for period gaps



When the active year is updated, the scheduling trial that is active will lock automatically.



NCDPI will switch the active year for the State Edition on July 1st.



You've completed this section.

Choose where to go next.

[← Return to End of Year Overview](#)